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DIVISIONAL FOREST OFFICE
SOUTHERN CIRCLE.
WORKING PLANS PARTY II.

POSTAL MATTERS.

1. His Excellency in Council desires that in supersession of the notification issued by the Civil Auditor under supposed instructions from the Accountant General, the latter officer should now notify that, whereas Government officers are obliged to receive and open all letters addressed to them and purporting to be on Her Majesty's Service, they are authorized to pay any postage due thereon, and charge it in their public accounts; provided that where the contents of any such letter are of a private and not of an official nature, or where a public officer has power of franking, and neglects to avail himself of it on Her Majesty's Service, the circumstances of the case should be reported to the Government for such further proceedings as may be thought necessary. It is not the desire of Government, however, that every case in which an officer accidentally forget to avail himself of the power of franking should be reported to them, but only such cases as might, in the opinion of the officer receiving the unfranked letter, require or deserve the notice of Government. (G. Rs. Nos. 3241, dated 18th July 1861, and 4513, dated 17th October 1861.)

2. Charges on account of postage paid on unstamped or insufficiently stamped covers should be borne by the receiving office. A certificate of the amount actually paid for deficient postage should be appended by the officer preferring the charge. If an officer frequently sends unstamped covers, a letter inviting his attention to the fact from the receiving officer should be sufficient to stop the practice, but if it is then persisted in, the matter can be reported to the defaulting officer's superior, who should take suitable notice of his subordinate's neglect. (G. R., G. D., No. 2534, dated 20th October 1870, and G. R. No. 3850, dated 15th December 1898.)

3. There is reason to believe that the special privileges in respect to postage of official correspondence are not everywhere understood, and that sufficient attention is not paid to economy in the official use of the post.

The special privileges of official correspondence which affect ordinary transactions are as follows:—

(1).—An official cover of which the weight exceeds half a tola but does not exceed ten tolas, may be sent by letter post for one anna only.

NOTE:—*First.*—For heavier covers, the charge by *packet* post is very much cheaper than by *letter* post.

Secondly.—It costs the Post Office Department less to carry *packets* (which are sent by banghy post) than letters.

(2).—An official *packet* may be sent in a *closed* cover.

The postage on a *packet* is much cheaper than on a parcel; and the only advantages obtained by sending an *official* cover by *parcel* post rather than by *packet* post are (1) that a *parcel* is registered, while a *packet* is not registered; and (2) that, as prepayment of the postage on a *packet* is compulsory, a *packet* cannot be sent "service bearing."

The following rules should be observed:—

A.—Attention should be paid to reducing the weight of official covers sent by post, whenever this can conveniently be done. For instance, a whole bundle of papers should not be sent when a *part* will suffice.

B.—A cover of which the weight exceeds ten tolas, should be sent by packet* post, and not by letter post, unless it is important to save the extra time (never long) that it may, on some lines, and for long distances, take to transmit a *packet* by banghy post.

C.—An official cover should never be sent by *parcel* † post, unless—

(1).—The contents are so valuable that, if sent by letter post, it would be registered, or

(2).—The postage is a proper charge upon the individual or public body to whom it is addressed, and not upon the general revenues.

Whenever an official cover is received in any office which is wrongly stamped, or which (its weight being over ten tolas) appear to have been needlessly sent by letter post instead of by packet post, or which (whatever its weight) appears to have been needlessly sent by *parcel* post, instead of by *packet* post, the receiving officer should invariably remind the despatching officer of the instructions contained in this notification. This may be done, simply, by the use of skeleton forms; and it is hoped that all public officers will soon be so trained as to need no further reminding.

A copy of this notification should always be posted in each office before the officer whose duty it is to despatch the correspondence of the office and also before the chief ministerial officer.

(G. I., F. D., Notn. No. 3427, dated 30th September 1873; *vide* G. R. No. 3873, dated 29th October 1873.)

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* *Note.*—It will usually be convenient to make it a standing order in every office, that no cover weighing more then ten tolas shall be sent by letter post without the express permission of the Registrar or other chief ministerial officer, which permission should never be given without special reasons.

† *Note.*—It should probably be a standing order in every office, that no cover shall ever be sent by parcel post without the express permission of the Registrar or other chief ministerial officer, which permission should never be given without special reasons.

4. The attention of all officers in the Civil Department is called to the marginally noted rule for official correspondence, and they are informed that the use of Government paper and service stamps for communications of the kind specified in the latter part of the rule, the replies to which must be sent "service bearing" is strictly prohibited.

Letters, parcels and packets sent by Government in their official capacity, which relate nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are sent. Letters, parcels, and packets so addressed are regarded by the Post Office as private articles, but are charged on delivery with unpaid postage at prepaid rates, and not at double rates, as in the case of ordinary articles. Under this head come replies sent to communications of the kind noted in the margin, as well as any other communications of a like kind which Government officers may make to individuals (whether private persons or Government officers) relating to private interests of the addressees.

Service Unpaid.
To
A. B.,
CALCUTTA.
C. D.,
Accountant-General.

Petitions, applications for appointments, requests for transfer, enquiries about title to leave, etc.

It is not intended by these orders to prohibit the use of Government paper in reply to enquiries by private individuals regarding the sale of publications at the Government Central Press.

(G. C. No. 792, dated 3rd, and G. R. No. 956, dated 17th March 1882.)

5. Communications of the kind specified in the latter part of the rule cited in the margin of the foregoing order, *viz.*, petitions, applications for appointments, requests for transfer, enquiries about title to leave, and other communications relating to the private interests of the writers, should be written on private paper and sent post-paid. The replies to such communications sent by Government officers in their official capacity should under the rule be sent service bearing, and may of course be written on Government paper. (G. R. No. 1307, dated 8th April 1882.)

6. The Government of India in their Notification No. 1303, dated 21st June 1869, directed that applications for leave should be submitted in letters post-paid. An officer applying for leave should not send his application by post 'on Her Majesty's Service,' and should not be stamped with official stamps. The postage should be paid by the applicant himself. (G. R. No. 1076, dated 25th March 1882.)

7. Correspondence concerning the official salary of an officer cannot be considered as private, and the provisions of No. 299 of the rules for official correspondence cannot be held to apply to it. (G. R., R. D., No. 3842, dated 15th June 1882.)

8. The following rule is added to the present official rules, and is published for general information:—

'Correspondence sent by a Local Fund officer, or by any Government officer, acting in a capacity connected with a Local Fund, such as President or Secretary of a Local Fund Committee, is not official correspondence within the meaning of

these rules, and may not be superscribed as on Her Majesty's Service.

'Service stamps may not be sold to Local Fund officers or to Government officers in capacities connected with Local Funds; and the frank of such officers will not be recognized in support of service stamps.

'But nothing in this rule shall be held to prevent the transmission on Her Majesty's Service of correspondence sent by a Government officer acting as such, even though the correspondence may relate to the affairs of a Local Fund. For instance, the Commissioner of a Division writing *in that capacity* to a Local Fund officer concerning Local Fund affairs, may superscribe the letter on Her Majesty's Service.

'The term "local fund" as used in this rule is intended to include municipalities and other similar bodies or institutions.

'The rule will come into effect from 1st April 1880.'

(G. I., F. & C., Notn. No. 3995, dated 22nd November 1879; republished under G. N. No. 4361, dated 9th December 1879.)

9. Paragraph 1 of the Notification of the Government of India, Finance and Commerce Department, No. 3995, dated 22nd November 1879, distinctly includes the case of an *ex-officio* President or *vice*-President of a Local Fund or Municipal Committee, who must therefore use non-official labels for correspondence connected with the affairs of those bodies. (G. R. No. 1363, dated 20th April 1880.)

10. Correspondence under official labels must in accordance with the rule published in the Government of India, Finance and Commerce Department, Notification No. 3995, dated 22nd November 1879, be confined to Government officers acting as such, whether with respect to Local Fund matters or not. Inspecting officers who are paid out of Provincial Revenues are entitled under paragraph 3 of the rules to use service labels in corresponding on matters connected with Local Funds; whilst to officers who are maintained entirely out of Local Funds this privilege does not extend, and provision for the cost of postage must be made in the budget on the above consideration.

It appears from paragraphs 1 and 3 of the Government of India's Notification referred to above that there is no distinction between a Commissioner of a Division and a Collector writing in their respective capacities on Local Fund affairs, and that it is only in the case of a President not being a Government official or a Secretary to a Local Fund, who is not a Government servant, that service stamps may not be used, or in the case of any other members of the Local Fund as Accountants or Overseers, &c., who are purely Local Fund officials. It is not intended by the foregoing orders to lay down a rule that the

correspondence of a Collector is official, whether he writes as Collector or as President of a Local Fund Committee. Government officers who correspond sometimes as such and sometimes as functionaries of a Local Fund must decide in which capacity they are writing in each case and distinguish between those letters which may be superscribed as on Her Majesty's service and those which may not.

(G. Rs. Nos. 1410, dated 23rd April 1880, 3250, pated 9th September 1880, 3827, dated 28th October 1880, and 4434, dated 14th December 1880.)

11. Assistant and Deputy Collectors, Mámlatdárs, and Executive Engineers are exempted with Collectors from the prohibition to use service stamps in connection with Local Fund correspondence. The exemption extends to these officers with regard to correspondence relating to Municipalities also. The Chairman, if non-official, members, and Secretaries and others who are purely municipal servants will only be liable to use ordinary postage stamps in connection with municipal correspondence. (G. R. No. 4307, dated 7th December 1880.)

12. The correspondence of the Vaccination Department should be treated as subject to the rules laid down in the Government of India Notification, Finance and Commerce Department, No. 3995, dated 22nd November 1879. (G. R. No. 2349, dated 5th July 1880.)

13. A Mámlatdár conducting Local Fund correspondence in the capacity and under the signature of "Mámlatdár" (*i. e.*, as administrative head of the táluka and not as a Local Fund official) is entitled to use service stamps. (G. R. No. 4413, dated 18th November 1882.)

14. Under the rules a Collector or an Educational Inspector in any case in which he acts in his capacity of Collector or Educational Inspector, and subscribes himself as such, will use service postage stamps. But in any case in which he acts as President or a Member of a Local Fund Committee he will use private postage stamps. To allow Local Funds to buy service postage stamps and frank their correspondence as on "Her Majesty's Service" would be to allow a letter to be sent on "Her Majesty's Service" when in reality it is not on "Her Majesty's Service." No practical difficulty need be felt in deciding in what instances service postage and ordinary postage labels should be used by public servants in their *ex-officio* capacity of Local Fund officers. (G. I., F. & C., No. 3836, dated 20th September 1882; *vide* G. R. No. 3886, dated 11th October 1882.)

15. Government must rely on the vigilant supervision of the Collectors and controlling officers to prevent any pilfering of stamps on the part of subordinates employed in the Local Funds Department. (G. R. No. 2794, dated 3rd August 1880.)

16. The Government of India having ruled that correspondence with certain exceptions sent by a Local Fund Officer is not official correspondence within the meaning of the present official rules, it should be treated as private correspondence. (G. R. No. 3008, dated 20th August 1880.)

17. An Executive Engineer of a district carrying out Local Fund works in his capacity of Executive Engineer is entitled to superscribe all letters written by him in connection with those works "on Her Majesty's Service." (G. R. No. 676, dated 21st February 1881.)

18. It is contended that as the Head-quarters Deputy Collector and Treasury Officer is a Government officer, service postage stamps should be used by him for all correspondence relating to Local Funds sent under his signature. The contention is erroneous as will appear from paragraphs 2 and 3 of the Resolution of the Government of India in the Department of Finance and Commerce, No. 3995, dated 22nd November 1879, and the Resolution of the Bombay Government in the Financial Department, No. 4434, dated 14th December 1880. A distinction has to be drawn between correspondence on Local Fund matters sent under the signature of a Government officer in his capacity as such and betweeen that sent under his signature as a functionary of the Local Fund. It is only for the former that service postage stamps can be used.

The Deputy Collector in charge of the Local Fund accounts and corresponding as such on behalf of the President, Local Fund Committee, is not a Government officer acting in his capacity as such, and non-service postage stamps should therefore be used for the transmission of all such correspondence by him.

(G. R. No. 3338, dated 1st September 1882.)

19. The documents mentioned below should not be treated as Local Fund correspondence so as to exclude them from the privilege of being transmitted by post on Her Majesty's Service :—

1. Red and green orders issued by Treasury Officers on account of Local Fund payments.

2. Monthly lists of receipts and expenditure with vouchers and other accompaniments.

3. Objection statements from the Accountant General.

4. Bills of Local Fund charges paid by Mámlatdárs from the Táluka Treasuries.

(G. R. No. 1097, dated 17th March 1883.)

20. The plan adopted by the Collector of Sátára in connection with the use of ordinary postage stamps in Local Fund and other correspondence as shown in the appended extract from paragraph 2 of his letter No. L F. 261, dated 13th August 1880, is simple and effective and should be carried out generally throughout the Presidency.

"2. A sum of Rs. 1,500 has been provided for the purchase of stamps for Local Fund correspondence. The postage labels are issued from the Huzúr Treasury to the officers concerned according to their requisitions and are impressed* before issue with the letter 'L', stamps for which have been specially prepared. Similarly labels for correspondence connected with Municipal affairs are purchased from funds provided by the Municipalities and are issued impressed with the letter 'M'. These precautions have up to date prevented any pilfering or fraudulent appropriation of the postage stamps for private correspondence."

The receipts passed at treasuries for payments on account of stamps issued to Local Fund officers should be signed by Treasury officers and not by their subordinates.

(G. R. Nos. 3173, dated 3rd September 1880, and 557, dated 8th February 1889.)

21. "Bearing postage" letters sent by public officers in their official capacity to individuals on their private affairs will, when refused, be returned to the office of origin free of charge. (G. I., F. D., No. 6105, dated 10th October 1874; *vide* G. R. No. 3120, dated 19th idem.)

22. All communications to Treaty Jághirdárs should be sent post-paid. (G. R. No. 17, dated 5th January 1875.)

23. If a depositor sends his Savings Bank Pass Book by post he must pay the postage as well as that on return. The accident that a depositor is a Government servant does not entitle him to use service stamp. (G. R. No. 2408, dated 30th July 1875.)

24. No charge for any postage labels but service postage labels should be admitted in any contingent bill, and every charge for service postage labels must be supported by the receipt of a Treasury Officer, which should always be sent to the Audit Officer whatever the amount of such receipt. (G. I., F. D., No. 3939, dated 14th October 1875; *vide* G. R. No. 3582, dated 4th November 1875.)

25. Official correspondence relating exclusively to the business of the British Government may be forwarded through the post office by the Political Superintendent, Sávantvádi, prepaid by service labels as laid down in No. 2 of the postal rules for official correspondence. (G. R. No. 4479, dated 2nd November 1876.)

26. The Accountant General is authorized to pass charges on account of service postage stamps purchased by the Commissioner of Police, Bombay,

* See G. R. No. 2563, dated 8th August 1894, under which the use of stamps with letters printed on them, by all Local Funds, District Boards, and Municipalities has been discontinued, stamps perforated by minute holes being used instead if considered necessary.

for use in the Arms and Ammunition Licensing Department, &c., of his office. (G. R. No. 4505, dated 18th December 1879.)

27. The Honourable the Advocate General is allowed to use service stamps, and authority is given to him, and in his absence to his head-clerk, to frank letters bearing service stamps. (G. R. No. 2294, dated 30th June 1880.)

28. Correspondence regarding minors' estates should not be prepaid with service stamps. Ordinary stamps should be used, and the cost debited to the minor's estate. (G. R. No. 2854, dated 7th August 1880.)

29. Service stamps can not be used for the correspondence of the River Indus Conservancy Department. For the prevention of fraud, the same means should be adopted as have been put in force in the several District Local Fund Establishments of the Presidency under Government Resolution No. 3173 of 3rd September 1880. (G. R. No. 4340, dated 8th December 1880.)

30. The President, Rájasthánik Court, should be classed among Native State officials and both he and his head-clerk should be allowed the privilege of using service stamps and franking letters throughout the province. (G. R. No. 1123, dated 26th March 1881.)

Note.—By Government Resolution, Political Department, No. 7676, dated 30th December 1886, the Superintendent of Police, Káthiáwár, and the Chief Constables of the Káthiáwár Police have been classed as Native State officers in the same way as the President of the Rájasthánik Court and permitted to use service stamps.

31. As the officials of the Bhor State have the privilege of using service postage stamps there can be no question regarding their right to have correspondence on State matters transmitted to them at privileged rates and in consideration of the annoyance likely to be caused to the State officials by the receipt of unpaid correspondence even though marked 'bearing;' and in view of the fact that the amount of the service stamps expended by Government officers on State correspondence will probably be very small, it is unnecessary that the cost of the postage should be recovered from the State. (G. R. No. 388, dated 28th January 1889.)

32. As an Honorary Magistrate is a public servant, and does work on Her Majesty's Service, there is in the opinion of Government no objection to his using service stamps for letters sent by him on that service as well as to his franking such letters. The cost of service stamps used by all the Magistrates in a district is met from the District Magistrate's contract grant under the major head "Courts of Law." The District Magistrate is, therefore, expected to allot out of that grant a sum for postage stamps to Honorary Magistrates employed in his district in the same way as he does to other Magistrates serv-

ing therein. The Governor in Council, however, considers that the simplest course to follow in such cases will be to supply an Honorary Magistrate or Bench of Magistrates with service stamps instead of making them an allotment of funds wherewith to purchase them. (G. R. No. 1808, dated 28th May 1890.)

33. When a Collector or any other officer of Government corresponds in his official capacity on matters connected with a minor's estate, service postage stamps may be used and the letters superscribed 'On Her Majesty's Service.' In such cases it is not necessary that the cost of the service stamps should be recovered from the estates of the minors concerned. (G. R. No. 8415, dated 10th October 1890.)

34. When the correspondence relates only indirectly to the minor's affairs, as when the orders of Government or other higher authority are sought on points of procedure, or when an enquiry is on foot, which is practically one into the conduct of officials connected with the administration of the estate, service stamps should be used and no recovery made, as also when the District Court is addressed; but all correspondence directly connected with the estate and not of an official character should bear ordinary postage stamps, the cost being defrayed from the estate of the minor concerned. (G. R. No. 3679, dated 6th November 1890.)

35. Correspondence of the nature referred to by the Collector of Poona in the marginally noted extract from his letter No. 9730, dated 11th November 1891, cannot be treated as correspondence relating to State matters, and consequently British officers cannot be allowed the use of service stamps for transmitting it to officers of a Native State. (G. R. No. 991, dated 2nd March 1892.)

"His Highness the Mahárája Scindia of Gwaliar has a cash allowance of Rs. 100 at Wanowri, táluka Haveli, from Government as devasthán allowance. His pleader had occasion to address the Collector a yádi requesting that the present Mahárája's name may be entered in place of the deceased. The matter was disposed of on enquiry and the entry was ordered to be made as requested, the Scindia's pleader being informed accordingly. The reply was sent 'Service bearing' against which he complained, averring that he is entitled to have such letters sent to him on 'Her Majesty's Service' with service stamps affixed."

36. Replies to persons who address Government on matters of business should be sent post paid and not "service bearing." (G. R. No. 1017, dated 3rd March 1892.)

37. It is very desirable that Native States should continue to recognise the importance of the mails and the imperative necessity for guarding them. Every robbery and every alleged attempt at a robbery of the mail should be reported by the Post Office both locally and to the Political Agent without delay. The authorities of a Native State should not be led to regard a mail robbery as a petty theft to be dealt with by the local official, but should look upon it as a matter of importance that

will fall from its earliest stages under the supervision of the principal British representative in the province. Further, the Post Master General should communicate to the Local Government all instances in which the mail was actually robbed in whole or in part by highway robbers; he may, however, use his discretion in communicating mere unsuccessful attempts to rob the mail, his reports to Local Governments being limited to *bonâ fide* and really serious robberies and attempts at robbery. (G. I., F. D., No. 3308, dated 29th November 1873; *vide* G. R. No. 4437, dated 20th December 1873.)

38. The Post Master General should warn the Mail officers that they must most strictly adhere to the law and be very careful not to do anything as regards landing goods which may bring them into contact with the Customs officers. (G. R. No. 2961, dated 30th June 1877.)

39. Government have no objection to forward to the India Office, by the bag made up in the Secretariat, the replies of the physician in charge of the European General Hospital to enquiries addressed to him by relatives of deceased seamen and others from England and other countries in Europe. (G. R. No. 2585, dated 20th July 1878.)

40. The services of village servants may be utilized as postmen wherever this can be done without interference with their other duties. (G. R. No. 2602, dated 22nd July 1878.)

41. An officer temporarily conducting the duties of his office at a hill station for his own comfort or convenience should not be made to pay postage so long as the grant for postage for his office be not exceeded. If, however, any such excess is caused by his absence on the hills, he should be called upon to make it good, and provision must not be made in the estimates for extra postage on account of the officer's absence from office. (G. I., F. D., No. 4495, dated 16th December 1872, and No. 241, dated 20th January 1879; *vide* G. R. No. 333, dated 28th January 1879.)

42. The attention of the Secretary of State has been called to expenditure which is frequently incurred unnecessarily in sending certain articles from India to England in the official postal bag, which should be otherwise transmitted.

The following are instances:—

(1) *A set of copper plates*, weighing 6 ½ lbs., were sent *by post*, with a general letter from Bombay, dated the 26th July 1878, No. 31, and the postage amounted to 6*l*. 18*s*. 8*d*. These plates might have been sent as freight from Bombay at a very small cost.

(2) *Twelve copies of Sir R. Temple's Minutes*, 1877, were sent *by post*, each book being separately wrapped in brown paper and sealed, the twelve being then divided into three packets of four vols.,

and each packet enveloped in stout brown paper. The postal charges amounted to more than 26*l.* 10*s.*, whereas the books might have been sent as freight, or by book or parcel post, at a small cost.

(3) The *early copy of monthly trade and navigation accounts, No.* 6 *of* 1878-79, might have been sent by book-post for a few pence, but the *postage* paid in India was Rs. 2-8-0.

(4) Six newspapers, weighing 12 ounces, were sent from Madras in the official bag with the letters, and the postage paid for them was 16*s.* (sixteen shillings). If these papers had been sent in the ordinary way as newspapers, the cost of transmission would have been 1*s.*, and if by book-post, 1*s.* 9*d.*

Unnecessary expenditure of this nature ought to be prevented.

(G. of I. No. 112, Finl., dated 31st December 1878; *vide* G. R. No. 483, dated 10th February 1879.)

43. In the case of small sums of the nature noted in the margin* it would be better to write the amount off to Profit and Loss than to incur the expense contingent on the correspondence with Foreign countries. (S. of S. No. 28, Finl., dated 3rd April 1879; *vide* G. R. No. 1585, dated 8th May 1879.)

* The sum of 2d. overpaid to Swiss Post Office.

44. The following rules should be strictly observed in regard to the transmission by post of packages containing human or other *viscera* for chemical examination. It should be understood that these rules are not intended to interfere with any rules prescribed by Local Governments for the proper transmission of such bodies, but merely refer to packing when such bodies are sent through the Post Office :—

Rules.

(1) The suspected *viscus* or other portion of the body to be sent for examination should be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.

(2) If liable to decomposition it should be treated in the following way :— G. R., G. D., No. 3701, dated 8th July 1897; *vide* G. M. No. 3410, dated 9th August 1897.

(i) In cases of suspected poisoning in man, other than alcoholic poisoning, it should be immersed in spirits of wine, which should be used in the proportion one-third of the bulk of the material.

N. B.—Care should be taken that common bazár spirit is not used.

(ii) In cases of suspected alcoholic poisoning in man and in all cases of suspected cattle poisoning it should be immersed in a solution of common salt. The solution should

be prepared by adding common salt to water at the ordinary temperature of the air, stirring all the time until no more salt dissolves, and the solution should then be filtered through a plug of cotton wool. The bottle containing the *viscus* or other portion of the body should be filled up with the solution to within one-quarter of an inch of the stopper.

N. B.—To obviate any danger of the solution of salt being tampered with, a separate sample of the solution should in every case be sent to the Chemical Examiner by the officer despatching the *viscus*, and a second sample should be retained in a sealed bottle in his office.

The use of the preservatives enjoined in this rule should be invariable, whether the season is hot or cold.

(3) The stopper or cork should be carefully tied down with bladder or leather and sealed. To ascertain that it has been securely closed, the bottle or jar should be placed for some minutes with its mouth down.

(4) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large to allow of a layer of raw cotton, at least three-fourths of an inch thick, being put between the bottle or the jar and the box.

(5) The box itself should be encased in the common gárah cloth, which should be sealed in accordance with the usual rules of the Post Office as to parcels.

(6) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the District Civil Surgeon.

(7) At all stations where there is a District Civil Surgeon the parcels should invariably be sent to the Post Office by that officer and not by a subordinate officer; but where there is no Civil Surgeon, they may be sent through the Sub-divisional Officer.

8) A declaration of contents to the officials of the Postal Department is unnecessary, and should not be made.

(G. I., H. D., Nos. 2-68-77, dated 20th January 1880; 14-1001-12, dated 14th September 1880, and 12, Judl., dated 6th July 1891; *vide* G. Rs., G. D., Nos. 813, dated 19th March 1880, and 3182, dated 20th October 1880; and G. R. No. 2749, dated 4th August 1891.)

45. Care should be taken not to forward by post needlessly heavy parcels of correspondence and vernacular papers of little value or importance. In many cases when it is absolutely necessary to send on bulky correspondence from one part of the district to another it will probably be found cheaper

and equally expeditious to send the papers by peons or messengers instead of by post. (G. R. No. 1775, dated 24th May 1880.)

46. Government would urge on Local Fund officers the necessity of, as far as possible, reducing the bulk of Local Fund correspondence. It is open to Local Boards to use post cards extensively, or thin and strong paper for their correspondence, and to insist on due economy being observed in not sending heavy packages unnecessarily by letter post. (G. R. No. 4027, dated 15th November 1880.)

47. The practice of sending heavy Local Fund and Municipal correspondence by letter post is productive of much unnecessary expense and should be discontinued. (G. R. No. 1215, dated 31st March 1882.)

48. A practice seems to exist in some Government offices of using waxcloth for the outer covering of articles intended for transmission by post. The postage stamps are affixed either to this outer covering or to the inside covering, which is generally of paper. In the one case the stamps do not adhere properly to the covering material, and are, therefore, liable to fall off, and in the other the outer covering is required to be cut open by the Post Office at the point where stamps are affixed for the purpose of defacing the stamps under the rules of the Postal Department, and the object of protecting the article from rains or damp by the use of waxcloth is frustrated.

It is, therefore, suggested that all Government officers may be informed as above. In some parts of the country, especially during the rains, the use of waxcloth for the transmission of articles by post may be indispensable. But when in such cases it is used, its use as an inside covering only appears desirable.

(G. I., F. & C., No. 3721, dated 24th October 1881; *vide* G. R. No. 4108, dated 4th November 1881.)

49. Tin medicine chests may be supplied to Superintendents of Post Offices and to Inspectors of Post Offices in the Bombay Circle, the charge being adjusted with the Military Department to the debit of Post Office. (G. Rs. Nos. 1810, dated May 1881, and 2210, dated 15th June 1882.)

50. The Governor General in Council authorizes the use of special trains as far as Poona for the transmission of English mails to Madras and intermediate places, *viâ* Bombay, when they do not arrive at Bombay in sufficient time to admit of their being sent by the ordinary mail train. (G. I., F. & C., No. 4026, dated 7th November 1881; *vide* G. R. No. 4378, dated 23rd idem.)

51. Under the Rules for Postal Life Insurance and Monthly Allowances every postal employé who effects an insurance must submit to a medical

examination. Such examination shall be conducted by the Civil Surgeon without any fee; and in places unprovided with a Civil Surgeon, the duty of examining shall devolve upon any Government medical officer under Army Circular No. 189 of 1881. (G. I., H. D., No. 4-51-64, dated 24th January 1884; *vide* G. R. No. 500, dated 7th February 1884.)

52. Whenever in the opinion of the Government of India or of any Local Government or Administration it may be necessary to obtain any information from the records of any post office in India, such information shall, on the application of a Secretary to the Government of India or of a Secretary to the Local Government or Administration concerned, be given by the chief Postal authority to whom such post office is immediately subordinate. (G. I., F. & C., No. 4110, dated 31st October 1834; *vide* G. R. No. 3782, dated 20th November 1884.)

53. The submission to Government of any periodic statement with regard to the fraudulent use of postage labels is unnecessary, but in cases of special importance a report may be made to Government. (G. R. No. 2403, dated 12th August 1886.)

54. The Political Resident, Aden, should extend to steamers of the North German Lloyds, which are subsidized by the German Government to carry mails, the privileges usually conceded to mail steamers touching at that port. (G. I., F. & C., No. 2909, dated 3rd September 1886; *vide* G. R. No. 2966, dated 29th idem.)

55. Sales of postage stamps in Cutch to the value of two annas or upwards should be paid for in British silver coin only, purchases under that sum being paid for in Cutch at four dinglas to the anna. (G. R. No. 2936, dated 3rd August 1889.)

56. The Post Master General should not submit to Government proposals which are dependent upon the approval of the Director General of the Post Office until such approval has been duly obtained. (G. R. No. 3831, dated 22nd November 1890.)

57. The salaries of the Inspectors of District Post Offices, who are paid from Provincial Revenues, may be treated as personal, and the Post Master General is authorized to transfer them from one district to another. He is also authorized to make interchanges between Inspectors of the District Post and Imperial Post, so long as Provincial Services are not required to pay for more than 6 Inspectors on Rs. 100 a month and 8 on Rs. 80 a month. (G. R. No. 866, dated 11th March 1891.)

58. As the administration of the District Post grant has been vested by Government in the Post Master General, Bombay, an application for allotment for Sind should be made direct to the Post Master General in the first instance. (G. R. No. 3333, dated 11th October 1894.)

59. The following notification by the Government of India is republished :—

"* * * * * *

AT THE COURT AT WINDSOR.

The 16th day of May 1893.

PRESENT :

The Queen's Most Excellent Majesty.

Lord President.

Marquess of Ripon.

Mr. Secretary Asquith.

Whereas on the thirtieth day of August 1890, a Convention was made at London between Her Majesty and the President of the French Republic respecting the postal service between France and the French possessions and the United Kingdom and British possessions ;

And whereas the ratifications of the said Convention were exchanged on the 23rd March 1891 ;

And whereas by 'the Mail Ships (France) Order in Council, 1892,' 'The Mail Ships Act, 1891,' is applied during the continuance of that Order as regards the said Convention, and as regards the French Republic and the postal service and mail ships described in that Convention ;

And whereas by Section 8 of the said Act it is provided that an Order in Council may, for the purposes of a Convention with a Foreign State, apply the said Act, subject to any exceptions or modifications not inconsistent with the provisions of the said Act, to any British possession, and that the said Act, when so applied, should, subject to those exceptions and modifications, and subject as thereinafter mentioned, have effect as if it were re-enacted with the substitution of such British possession for the United Kingdom, provided that, before it should be applied to any British possession named in the Schedule to the said Act, the Government of such possession should have adhered to the Convention ;

And whereas the Government of India, one of the possessions named in the Schedule to the said Act, has adhered to the said Convention, and it is expedient that the said Act should, for the purposes of the said Convention, apply to India, subject to the exceptions and modifications in this Order contained ;

Now, therefore, Her Majesty, by virtue and in exercise of the powers in this behalf by 'The Mail Ships Act, 1891,' or otherwise in Her Majesty vested, is pleased by and with the advice of Her Privy Council to order and it is hereby ordered, as follows :

1. 'The Mail Ships Act, 1891,' shall, for the purpose of the said Convention, apply to India, subject to the provisions of Section 8 of the said Act, and also to the exceptions and modifications following, that is to say—

(1) The expression 'Officers of Customs' means an officer of Customs authorized under 'The Sea Customs Act, 1878,' or other law for the time being regulating sea customs in India.

(2) The provisions of the said Act as to the amount of fines shall be read as if the amounts were stated in rupees at the rate of 10 rupees to the pound sterling.

(3) In lieu of Sub-sections 1 and 2 of Section 7 of the said Act, the following provisions shall be substituted, that is to say—

Every fine under the said Act, if exceeding 500 rupees, may be recovered by suit in the principal Civil Court having original jurisdiction in the place in which the person liable to the fine may be found.

A fine under the said Act not exceeding 500 rupees may be recovered by criminal proceedings before a Presidency Magistrate, or Magistrate of the First Class, having jurisdiction in the place in which the person liable to the fine may be found: provided that (*a*) every offence for which a fine exceeding 500 rupees can be imposed under the said Act may be prosecuted before such Magistrate, but the fine imposed on such conviction shall not exceed 500 rupees; and (*b*) in every case of conviction and fine by a Magistrate there shall be an appeal to the same Court as in other cases of fine of such amount as, under the law for the time being in force in India, to give a right of appeal.

Every Court, whether of original or appellate jurisdiction, may reduce the amount of any fine.

(4) The Regulations required to be made under Sub-section 4 of Section 7 of the said Act by the Commissioners of Customs with the consent of the Treasury shall in India be made by the Governor General in Council.

(5) Section 5 of the said Act, so far as relates to the Commissioners of Customs, shall not apply to India.

2. The said Act shall apply as regards any public ship of the French Republic when employed as a mail ship in the cases authorized by Article V of the said Convention.

3. This Order may be cited as 'The Mail Ships (France) Order in Council (India) 1893.'

And the Right Honourable the Earl of Rosebery, K.G., and the Right Honourable the Earl of Kimberley, K.G., two of Her Majesty's Principal Secretaries of State, are to give the necessary directions herein as to them may respectively appertain."

(Order of Her Majesty in Council, dated 16th May 1893; *vide* G. I., F. & C., No. S. R.-2807, dated 6th July 1893, and G. N. No. 2602, dated 26th dem.)

60. The following notification by the Government of India is republished:—